

Planning and Capacity Building

Fiscal Year 2022-23 REQUEST FOR APPLICATIONS



Note:

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July 24, 2023

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Overview

I. Summary

The California Air Resources Board (CARB) is issuing a competitive joint Request for Applications (RFA) for multiple grantees across the state under Planning and Capacity Building (Planning), Clean Mobility in Schools (CMIS), and the Sustainable Transportation Equity Project (STEP). The overarching purpose of these programs is to increase transportation equity in disadvantaged and low-income communities¹ throughout California.

Increasing transportation equity will create equitable access to social and economic opportunities for traditionally underserved communities. Attaining transportation equity requires considering all components of Title VI of the Civil Rights Act of 1964, environmental justice principles,² and nondiscriminatory practices.³ Transportation equity will occur when the transportation system addresses unique transportation barriers; shifts decision-making power to the communities the system serves; and improves the quality of life for low-income people, people of color, and residents of communities disproportionately impacted by air pollution or who lack access to housing, jobs, and services.

Through the Low Carbon Transportation Investments Fiscal Year (FY) 2022-23 Funding Plan,⁴ CARB has \$3 million available for Planning grants, \$14.8 million available for CMIS grants, and \$14.85 million available for STEP grants. These programs are part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas (GHG) emissions, strengthening the economy, and improving public health and the environment—particularly in disadvantaged communities. A description of other guiding legislation can be found in the Application Guidance.⁵

This document is the Request for Applications for **Planning** grants. For the CMIS and STEP grant Request for Applications, see:

<https://ww2.arb.ca.gov/planning-cmis-step-fy-22-23>

Planning projects are intended to increase transportation equity in disadvantaged and low-income communities by improving the local understanding of residents' transportation needs, helping develop organizational and community capacity building

¹ CARB's California Climate Investments Disadvantaged and Low-income Communities Map: <https://webmaps.arb.ca.gov/PriorityPopulations/>

² <https://www.ejnet.org/ej/principles.pdf>

³ U.S. Department of Transportation's Transportation Planning for Equity tools https://www.planning.dot.gov/planning/topic_transportationequity.aspx

⁴ https://ww2.arb.ca.gov/sites/default/files/2022-10/proposed_fy2022_23_funding_plan_final.pdf

⁵ <https://ww2.arb.ca.gov/sites/default/files/2023-07/PCB-CMIS-STEP-FY22-23-AppGuide>

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so communities are ready to plan for clean transportation solutions, and preparing communities to implement community-identified projects that fill transportation gaps and improve clean transportation access.

Based on feedback from previous CMIS and STEP solicitations and grants along with additional program feedback from CARB's Clean Transportation Incentive projects, CARB began development of a joint RFA for FY 2022-23 Funding Plan allocations. CARB hosted three public work group meetings between December 2022 and March 2023 to gather public feedback on the design of this RFA. CARB used input from these meetings to develop a Draft Requirements and Criteria document.⁶ The Draft Requirements and Criteria underwent public comment in March 2023 and stakeholder comments⁷ from that period were considered when finalizing this RFA.

Funding recipients will be selected via an open, competitive process. Concept Phase applications must be received by CARB by email no later than **11:59 pm (Pacific Time), September 8, 2023 (the Concept Phase Deadline)**. Technical assistance is available to interested Applicants through a technical assistance contract with the Institute for Local Government (see Technical Assistance sections below).

Through a separate, competitive grant solicitation a Statewide Planning and Capacity Building Project Administrator (PCB Administrator) released concurrently with the Planning, CMIS, and STEP RFA will be selected. The CARB-selected PCB Administrator will directly administer, execute agreements with, and oversee the \$3 million in funds awarded to the CARB-selected Planning Grantees. All CARB-selected Planning Grantees will then work with the PCB Administrator to execute grant agreements and implement their projects.

II. Available Funding

The maximum funding amount available for each Planning grant is \$500,000. CARB encourages each Lead Applicant to request the funding amount – no matter how small – that will efficiently and effectively meet their community's needs. CARB expects to fund between six and 15 Planning grants in total with the \$3 million available.

This RFA includes the option for CARB to award new Grant Agreements or Grant Agreement amendments from future Fiscal Year funding, depending on the availability of funding and upon CARB's sole discretion. If additional funds become available and eligible applications submitted in response to this request remain unfunded, those applications may be reviewed and accepted for funding without reissuing an RFA, as solely determined by CARB. Projects with funding from future Fiscal Years may be administered by CARB or by a third-party. If additional funding becomes available, the expenditure timeline of those new funds may extend the Grant Term beyond what is listed in this RFA. There is no guarantee that additional funds will be awarded, and

⁶ https://ww2.arb.ca.gov/sites/default/files/2023-02/draft_requirements_criteria_pcb_cmis_step.pdf

⁷ Available at <https://ww2.arb.ca.gov/lcti-step-pcb-cmis>

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CARB cannot provide assurance of future program funding.

III. Application Process

Planning applications require a significant amount of up-front work. Well-thought-out applications help CARB ensure that selected and funded projects are those that are most likely to address the community's vision; help meet the State's goals; and achieve objectives that intersect across the climate, transportation, equity, and housing sectors.

This RFA will be a two-step process. First, Applicants will apply to the Concept Phase. The Concept Phase is intended to reduce the resources needed to apply for funding while still providing sufficient information for CARB to evaluate the proposed projects. Interested parties must apply to the Concept Phase to be considered for the Full Phase and eventual funding awards.

CARB will evaluate Concept Phase applications for eligibility and then score the applications. Concept Phase applications that meet all applicable eligibility requirements and receive a minimum score of 70 percent will be invited to turn the concepts into full project proposals and apply in the Full Phase. Lead Applicants with Concept Phase applications that do not meet all applicable eligibility requirements or do not meet the minimum score will be notified and referred to technical assistance or other funding opportunities.

The Full Phase application builds on the Concept Phase application and requires fully developed budgets, partnerships, and timelines, among other application components. CARB will evaluate Full Phase applications for eligibility, including any changes made to the Concept Phase application that may have impacted their eligibility to move on to the Full Phase, and then score the applications. Full Phase applications that meet all applicable eligibility requirements and receive a minimum score of 70 percent will be eligible for funding. CARB will award funds based on the process outlined in the Full Phase Selection Process section.

Lead Applicants must submit their applications using the Application Templates in **Appendices A and B**. The templates outline all of the components that must be included in Planning Concept and Full Phase applications.

IV. Timeline

During the RFA, CARB will host multiple Question and Answer (Q&A) sessions to answer questions about the RFA (see Q&A Sessions sections) and will provide an opportunity to email questions to CARB before each session. All Concept Phase applications must be received by CARB by **11:59 pm (Pacific Time), September 8, 2023 (the Concept Phase Deadline)**. By September 25, 2023, CARB will invite Lead Applicants that meet the eligibility requirements and score at least a 70 percent to apply to the Full Phase. All Full Phase applications must be received by CARB by

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11:59 pm (Pacific Time), November 3, 2023 (the Full Phase Deadline).

Grant agreements between the PCB Administrator and the selected Planning Grantees must be fully executed by the Grantees and the PCB Administrator no later than July 15, 2024. The process to develop grant agreements will begin when a PCB Administrator is in place, starting January 2024. Selected Planning Grantees may not start work until the Grant Agreement is fully executed with the PCB Administrator. All projects must plan to be completed (including a Final Report) and all final disbursement requests for reimbursement must be received by CARB’s designated PCB Administrator no later than December 31, 2026 to ensure adequate time for processing prior to the end of the fiscal year. All Planning funds must be expended within the Grant Term.

Timelines are subject to change at CARB’s sole discretion.

Table 1. Concept Phase Timeline

Milestone	Date	Time (Pacific Time)
Release of RFA & Start of Concept Phase	July 24, 2023	
Concept Phase Question Submission Deadline #1	August 7, 2023	12:00 pm
Concept Phase Q&A Session #1	August 10, 2023	2:00 pm
Deadline to submit Technical Assistance Survey	August 11, 2023	11:59 pm
Concept Phase Question Submission Deadline #2	August 24, 2023	12:00 pm
Concept Phase Q&A Session #2	August 29, 2023	10:00 am
Deadline to Submit Concept Phase Application	September 8, 2023	11:59 pm
Notification of Missing Proof of Eligibility	September 13, 2023	
Deadline to Update Proof of Eligibility	September 15, 2023	11:59 pm

Table 2. Full Phase Timeline

Milestone	Date	Time (Pacific Time)
Notification of Concept Phase Decision & Start of Full Phase	September 25, 2023	
Full Phase Question Submission Deadline #1	October 9, 2023	12:00 pm
Full Phase Q&A Session #1	October 12, 2023	2:00 pm
Full Phase Question Submission Deadline #2	October 19, 2023	12:00 pm
Full Phase Q&A Session #2	October 24, 2023	10:00 am
Deadline to Submit Full Phase Application	November 3, 2023	11:59 pm
Notification of Missing Proof of Eligibility	November 8, 2023	
Deadline to Update Proof of Eligibility	November 10, 2023	11:59 pm

Table 3. Award and Grant Timeline

Milestone	Date
Preliminary Grantee Selection	December 8, 2023

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Milestone	Date
Develop and Execute Grant Agreement and Return Signed Grant Agreement to PCB Administrator ⁸	By July 15, 2024
Draft Final Report to PCB Administrator	September 30, 2026
Grant Term Ends & Final Report and Final Disbursement Request Deadline	December 31, 2026

V. Terms and Definitions

The terms defined below will be bold the first time they are used in the remainder of the document.

Applicants: Term used to refer to the Lead Applicant and all Sub-applicants.

Capacity building: The process of strengthening local coordination, leadership, knowledge, skills, expertise, and access to resources. For this RFA, the goal of capacity building is to help develop or increase the ability of disadvantaged and low-income communities, including tribal communities, to understand and analyze transportation needs based on their own unique context and lived experiences, identify transportation priorities, access funding, advocate for equitable planning processes, and equitably implement clean transportation projects in the future. Examples of capacity building projects are listed in the tables in Table 4 below.

Community-based organization: A nonprofit organization (as defined below) that is place-based, with an explicit geographic focus area that includes the Project Community. Staff or board members of the community-based organization must reside in the Project Community and the organization must have a demonstrated record of at least one year providing services in the community.

Community Partner: A community group, community resident, student, parent, school staff, health-based organization, faith-based organization, small business, or other entity in the Project Community that, while not responsible for implementing funded projects, serves as a key stakeholder and representative of the Project Community during both development of the application and implementation of funded projects.

Direct costs: Actual costs incurred that are directly tied to the implementation of the project, including, but not limited to, personnel costs (i.e., hourly wage), subcontracts, equipment costs, and travel expenses. Profits, profit sharing, shareholder interest, bonuses, and taxes (real and personal) are NOT reimbursable as direct or indirect costs. Allowable costs are paid on a reimbursement basis only.

Disadvantaged community: An area that experiences disproportionate amounts of

⁸ Includes the governing board resolution and other requirements, as outlined in the Requirements Prior to Execution of Grant Agreement section.

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pollution, environmental degradation, and socioeconomic and public health conditions, identified as disadvantaged by the California Environmental Protection Agency (CalEPA) per Senate Bill 535. Disadvantaged communities include the top 25 percent of census tracts in CalEnviroScreen 4.0, census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps but receiving the highest five percent of CalEnviroScreen 4.0 Pollution Burden composite scores, census tracts identified in 2017 as disadvantaged regardless of their scores in CalEnviroScreen 4.0, and lands under the control of federally recognized tribes.^{9,10}

Displacement prevention: Activities that prevent substantial economic, environmental, and public health burdens that may lead to the physical or economic displacement of low-income households or small businesses. Examples of displacement prevention activities are listed in the Application Guidance.

Grant Term: The time period identified in the fully executed Grant Agreement in which all CARB Grant Funds must be spent and all project activities completed.

Indirect costs: Indirect costs are actual costs incurred for services or activities that are not directly tied to a specific project objective but support a common or joint purpose. Allowable indirect costs are a pro rata share of general management (overhead) costs for operations that support the work performed under the Grant Agreement, such as accounting, budgeting, payroll preparation, personnel services, utility costs, rent and centralized data processing not already identified or reimbursed as a direct cost. Profits, profit sharing, shareholder interest, bonuses, and taxes (real and personal) are NOT reimbursable as direct or indirect costs. Indirect costs shall NOT exceed one percent of the total CARB Grant Funds awarded. Allowable costs are paid on a reimbursement basis only.

Key destinations: Places to which residents of the Project Community need to travel. This may include but is not limited to school, work, healthcare centers, grocery stores, community centers, government services, transit hubs, childcare, and recreational sites.

Lead Applicant: The community-based organization, local government, public school, or tribal government that is responsible for leading the development of the application and implementation of the projects funded through CARB under this RFA. The Lead Applicant becomes the Grantee if their application is selected for funding.

Local government: A local public entity as defined in Section 900.4 of the California

⁹ <https://www.caclimateinvestments.ca.gov/priority-populations>

¹⁰ All federally recognized tribal lands included in the American Indian Areas Related National Geodatabase were designated as Senate Bill 535 disadvantaged communities based on the May 2022 report found [here](#). A tribe can establish that a particular area of land is under its control (even if not represented as such on CalEPA's disadvantaged community map) by requesting a consultation with the CalEPA Deputy Secretary for Environmental Justice, Tribal Affairs and Border Relations at TribalAffairs@calepa.ca.gov.

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Government Code, which includes any local California county, city, district, public authority, public agency, and any other political subdivision or public corporation in the State but does not include the State (e.g., school districts, special districts, local education agencies, councils of governments, air districts, transit agencies, and joint powers authorities).

Low-income community: Census tracts with median household incomes at or below 80 percent of the statewide median income or below the threshold designated as low-income by the Department of Housing and Community Development.¹¹

Nonprofit organization: Any nonprofit corporation qualified to do business in California, registered with the California Secretary of State, qualified pursuant to subdivision (c)(3) under Section 501 of the Internal Revenue Code, and tax exempt under California state law. For the purposes of this RFA, nonprofit organizations must have at least one year of incorporation as a nonprofit organization under Section 501 of the Internal Revenue Code, be in active/good standing with the California Secretary of State, and have an office or at least one full-time staff person based in California. Certain nonprofits that are tribally chartered corporations under tribally enacted laws may be exempt from registration with the California Secretary of State.

Project Community: A geographic area where the residents who are primarily intended to benefit from the project reside. The Project Community may be represented by a contiguous or non-contiguous geographic area but must be at minimum within connected counties.

Resource contributions: Cash match, in-kind services, and leveraged funding from other public or private sources to contribute to proposed projects and support their quality, breadth, and longevity within and beyond the Grant Term.

School: For the purposes of this RFA, a California-based kindergarten through grade twelve or adult educational institution that complies with the laws and meets the requirements for operating as a public school in the state of California. A public school must meet the California Department of Education's definition as described on their website: <https://www.cde.ca.gov/ds/si/ds/dos.asp>.

Sub-applicant: An entity that enters into a partnership with the Lead Applicant for the purpose of applying for a CARB grant and that is responsible for implementing a project or project elements funded through CARB. Sub-applicants will enter written agreements with the Lead Applicant if their application is selected for funding.

Transportation equity: Occurs when the transportation system addresses unique transportation barriers; shifts decision-making power to the communities the system serves; and improves the quality of life for low-income people, people of color, and residents of communities disproportionately impacted by air pollution or who lack

¹¹ <https://www.caclimateinvestments.ca.gov/priority-populations>

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access to housing, jobs, and services.

Tribal government: All California Native American Tribes. Either a federally-recognized California tribal government listed on the most recent notice of the Federal Register or a non-federally recognized California tribal government, including those listed on the California Tribal Consultation List maintained by the California Native American Heritage Commission.¹²

¹² <http://nahc.ca.gov/>

Eligible Communities, Applicants, and Partnership Structure

I. Eligible Communities

Each application must identify and describe the **Project Community**, which is the geographic area that will be the focus of the project benefits. More than 50 percent of the geographic area of the Project Community must be within **low-income or disadvantaged community** census tracts. Interested Lead Applicants may work with the Technical Assistance provider to create a map depicting their Project Community for their Concept Phase application and update the map as needed for their Full Phase application.

II. Eligible Applicants

Each application must include partnerships between a **Lead Applicant, Sub-applicants**, and **Community Partners**. It is important that these entities, representing different interests and priorities in the Project Community, work together to collectively develop and implement a project that addresses the needs of community residents and local implementers.

Each application must have a single Lead Applicant. Should their application be selected for funding, the Lead Applicant will enter into a Grant Agreement with CARB's selected PCB Administrator and assume responsibility and accountability for the use and expenditure of received CARB Grant Funds. The Lead Applicant is responsible for contracting and working with all Sub-applicants and Community Partners to implement the proposed projects and Scope of Work as set out in the executed Grant Agreement.

Lead Applicants must be one of the following types of organizations, as defined in the Terms & Definitions section of this RFA above:

- **Community-based organizations**¹³
- **Tribal governments**¹⁴
- **Local governments**
- **Public schools**¹⁵

¹³ To qualify as a Lead Applicant, a community-based organization must meet all of the requirements outlined in the definition of a nonprofit organization above.

¹⁴ To qualify as a Lead Applicant, a tribal government must engage in negotiations with CARB to develop and execute a limited waiver of sovereign immunity agreeing to the personal and subject matter jurisdictions of state court and, at minimum, compliance with state construction standards and regulations.

¹⁵ Clean Mobility in Schools grantees selected from the Fiscal Year 2018-19 solicitation are not eligible to be Lead Applicants.

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Sub-applicants must have written agreements with the Lead Applicant in place for their work on the project at the time of project implementation and must comply with CARB's Grant Agreement terms alongside the Lead Applicant. Sub-applicants may include public, private, or nonprofit organizations, including but not limited to:

- Community-based organizations¹⁶
- Consultants (e.g., fleet and infrastructure planners, project management firms)
- Healthcare services and providers
- Institutions of higher education
- Local governments
- **Nonprofit organizations**
- Philanthropic organizations and foundations
- Private companies (e.g., private mobility providers, charging station providers, except private schools¹⁷)
- Small businesses
- Tribal governments
- Utilities and community choice aggregators
- Vocational schools
- Other public agencies

Community Partners serve as key stakeholders and representatives of the Project Community and should contribute to the development of the proposed projects and continue to participate in decision-making throughout project implementation. While not directly responsible for implementing components within the project, Community Partners should have a formal agreement, such as a contract or a Memorandum of Understanding (MOU),¹⁸ with the Lead Applicant or a Sub-applicant. If appropriate compensation is offered, it must comply with applicable laws.

Applicants must comply with all relevant State laws, regulations, policies, and procedures. Where applicable, Applicants must demonstrate compliance with CARB regulations, including but not limited to regulations pertaining to trucks, buses, off-road equipment, and engine inspection requirements.

Members of CARB advisory groups cannot be Lead Applicants, Sub-applicants,

¹⁶ For Sub-applicants, if the community-based organization is an unincorporated nonprofit, they must have a contract with a fiscal sponsor who is tax-exempt with the Internal Revenue Service under Internal Revenue Code Section 501 and tax-exempt under California state law. The fiscal sponsor must be registered in active/good standing with the California Secretary of State to perform financial management and administrative functions on their behalf.

¹⁷ No public money shall ever be appropriated for the support of any sectarian or denominational school or any school not under the exclusive control of the officers of the public schools.

¹⁸ Note that an MOU does not normally establish a contractual agreement but reflects an information understanding that does not bind either party. A contract, on the other hand, sets out the relationship and responsibilities of the parties and the consideration (compensation or exchange of value) given by both parties to each other.

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contractors, subcontractors, consultants, or Community Partners; cannot provide letters of support or references; cannot be signatories to the Grant Agreement or any other related contracts; cannot be listed as any of the persons completing tasks in the scope of work; cannot have any role in or influence over this RFA or the application review or selection process; and cannot communicate with CARB regarding CARB's decision on the applications received. If a CARB advisory group member makes any prohibited appearance or communication subject to Government Code section 87104 as described above, the application will be disqualified and will not be eligible for an award.

Any entity selected to be part of the PCB Administrator Project Team or contracted to provide technical assistance for this RFA is not eligible to be a Lead Applicant, Sub-applicant, Community Partner, contractor, or subcontractor in this RFA.

III. Partnership Structure

Each application must include a description of the partnership structure. The application should include partnerships between stakeholders and implementers with different skillsets and expertise. If the Lead Applicant is a local government, then at least one of the Sub-applicants must be a community-based organization. If the Lead Applicant is a community-based organization, then at least one of the Sub-applicants must be a local government or a tribal government. If the Lead Applicant is a tribal government, then specific Sub-applicants are not required.

Partnerships can serve many important purposes, including offering diverse perspectives and complementary strengths, providing both community representation and the necessary authority to implement certain activities, connecting the projects to opportunities for sustainable funding and financing, and situating the projects within the larger regional transportation strategy. CARB encourages partnerships that prioritize decision-making led by community residents and representatives.

Eligible and Ineligible Projects and Costs

Planning grants fund a variety of projects that work together to increase **transportation equity** and achieve the community’s vision. CARB encourages Applicants to work with partners throughout the Project Community and identify connections and opportunities to synergize.

I. Eligible Projects

The project categories in Table 4 are eligible for Planning funds.

Table 4. Planning and Capacity Building Projects

Project Category	Example Project Types
Clean transportation outreach, engagement, and capacity building	<ul style="list-style-type: none"> • Behavior change, education, and marketing campaigns to support shifts toward cleaner modes of transportation (e.g., gamification programs, mobile apps) • Community and school resource portals, toolkits, and documents • Community resource centers for clean transportation education and outreach • Community transportation needs assessments¹⁹ • Educational resources and training for clean transportation (e.g., curricula, videos, mobile apps, safety, and training courses) • Events (e.g., ZEV ride and drives, bicycle rodeos, bike repair pop-ups, temporary street closures or car-free days, workshops) • Long-term training and skills development • Participatory budgeting, lotter-selected panels, and other forms of community decision-making • Partnership building and network development • Pop-up and demonstration projects and other forms of tactical urbanism²⁰ • Surveys and information gathering

¹⁹ For the purposes of this RFA, a community transportation needs assessment is a community-led effort in which transportation gaps are evaluated and mobility challenges, needs, preferences, and priorities of residents in the Project Community are identified through direct community input and engagement.

²⁰ Low-cost, short-term changes to the built environment intended to improve local neighborhoods and create gathering places through traffic calming measures and the reimagining of road space for other purposes.

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Project Category	Example Project Types
	<ul style="list-style-type: none"> • Trip planners, street teams, and community ambassadors to connect residents to clean transportation options
Clean transportation, land use, and transportation equity plans	<ul style="list-style-type: none"> • Automated and connected vehicle plans for equitable shared mobility • Combined land use and mobility plans • Feasibility studies • Grid capacity analyses • Mobility equity analyses • Mobility plans (e.g., active transportation, new mobility, safe routes to school, transit, multi-modal ZEV readiness, and multi-modal corridor plans) • Planning activities related to achieving the Prohousing Designation where there is a clear nexus to VMT reduction²¹ • Plans and policies to support mode shift (e.g., transportation demand management plans, car-free zone plans, curbside management policies) • Traffic calming and safety enhancement plans (e.g., collision, safety, and speed limit analyses; Vision Zero plans) • Transportation equity work plans
Clean transportation workforce training and development	<ul style="list-style-type: none"> • Business/employer relationship building and network development • First responder training • Gap analyses of education and training opportunities (e.g., transitioning to zero-emission transportation) • Internships for students seeking hands-on experience • Job assistance and career development, apprenticeships, and pre-apprenticeship programs • On-the-job training for clean transportation staff • Partnerships with job assistance and career development programs • Engagement and contracting with local small businesses and workforce groups and agencies • Clean transportation operations or maintenance training curriculum

The examples provided in Table 4 are not exhaustive. Other project types not listed may be funded through Planning, at CARB’s discretion. Projects must:

- Meet applicable State laws.

²¹ <https://www.hcd.ca.gov/planning-and-community-development/prohousing-designation-program>. List of activities is also available in the Application Guidance.

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- Increase transportation equity.
- Support GHG emissions reductions.
- Identify or address a community or school transportation need.
- Support increased access to key destinations and services.
- Build organizational and community capacity to prepare for and implement clean transportation solutions.

CARB recommends that Applicants ask about other project types they are interested in during Concept Phase Q&A sessions to avoid proposing project types that CARB may deem ineligible.

II. Ineligible Projects

Projects that are ineligible for Planning funding include but are not limited to all the project types listed as ineligible in the CMIS and STEP RFA and all the project types listed in Tables 4 and 5 of the CMIS and STEP RFA.

III. Eligible Costs

Eligible costs that may be covered by CARB funding include:

- Access to proprietary data or research material, subject to CARB approval
- Community outreach and engagement events and support, including but not limited to:
 - Community and stakeholder advisory groups
 - Language translation and interpretation services
 - Marketing and advertisements
 - Participant incentives that are an exchange for services or information and are appropriately documented
 - Public transit subsidies for participants with accessibility or transportation challenges
 - Rental costs of equipment, facilities, or venues (Applicants are encouraged to seek access to free or low-cost facilities through partnerships with community facilities where possible)
- Direct costs for implementing new or expanded **displacement prevention** and clean transportation-supportive policies
- Development or update of clean transportation, land use, and transportation equity plans
- Electronic software licenses, services, and development or hardware support services
- Labor, including but not limited to:
 - Direct travel costs (travel reimbursement must adhere to the State rates and conditions established on the California Department of Human

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- Resources (CalHR) website²² with the exception of out-of-state travel, which is not eligible unless explicitly approved by CARB)
- Salaries, wages, and stipends for staff and residents dedicated to the project (excluding bonuses, profit sharing, or anything not otherwise allowed by applicable laws)
- Training for staff
- Materials and supplies, including but not limited to:
 - Language translation services
 - Preparation of materials
 - Printing and mailing
- Purchase or lease of vehicles and equipment exclusively for demonstration, instructional, or outreach purposes and associated operations and maintenance (all subject to the Project Eligibility Requirements detailed in the CMIS and STEP RFA²³), including but not limited to:
 - Costs to outfit vehicles, equipment, and infrastructure with necessary and appropriate workplace and safety equipment
 - Insurance (for vehicle and for rider or passenger)
 - Light-, medium-, and heavy-duty zero-emission vehicles
 - Micromobility devices (e.g., standard bicycles, electric bicycles, electric scooters, tricycles, hand-pedaled cycles, recumbent bicycles)
 - Mileage and user tracking devices (i.e., data loggers or telematics, bike and walk count equipment)
 - Neighborhood electric vehicles
 - Repairs, repair tools, and routine maintenance
 - Safety and training courses
 - User safety equipment (e.g., helmets for bicycle sharing participants)

IV. Ineligible Costs

Costs that are ineligible for CARB funding include, but are not limited to:

- Advocacy work, such as direct lobbying for the passage of specific bills or local propositions
- All costs associated with enabling non-shared automobile or motorcycle parking, including but not limited to parking fees and the addition or rent of parking spaces or structures
- Building permits and site approvals
- Ceremonial expenses (including food and beverages)
- Childcare-related costs
- Collateral on any debt or loan, payments on any debt or loan, or use of funds as an asset to secure financing, refinancing, a loan, or a line of credit

²² <https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

²³ <https://ww2.arb.ca.gov/planning-cmis-step-fy-22-23>

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- Commission fees, commissions, bonuses, and bonus payments of any kind
- Cost of acquisition of any rights-of-way or any land use entitlements
- Costs that occur outside the **Grant Term**, including for work completed before Grant Agreement execution and ongoing operational costs after the Grant Term
- Cost-sharing for infill development
- Damage judgments arising from the acquisition, construction, or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise
- Donations
- Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act or California Environmental Quality Act (CEQA)
- Food and beverages
- General meetings that do not specifically discuss or advance implementation of the CARB-funded projects
- **Indirect costs** in excess of one percent of the total awarded funds
- Land or building acquisition, leasing, or renting, except for parking space purchase or lease
- Litigation costs, attorney fees, or lobbying
- Local, state, or federal taxes
- Mitigation activities that are already mandated by local or State governing bodies or agencies
- Out-of-state travel, unless explicitly approved by CARB
- Payment for any civil or criminal penalties or fines or to address, correct, or mitigate any past, present, or future violations or any alleged violations of law
- Payment of liens or to satisfy a judgment
- Political campaigns or support at the local, state, or federal level
- Profit or profit-sharing
- Publicity expenses unrelated to the CARB-funded projects
- Real estate brokerage fees or expenses
- Referral fees
- Services, materials, or equipment already paid for by another State program
- Stewardship of legal defense funds
- Travel that does not adhere to the State rates and conditions established by CalHR

V. Project Eligibility Requirements

For funded outreach and engagement activities, funded activities must:

- Be directly related to the implementation of the grant.

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- Focus on engaging community residents of the Project Community, and particularly on engaging hard-to-reach residents in disadvantaged and low-income communities whose interests have historically been under-represented.
- Develop and implement a process for community engagement that maximizes resident power to make decisions about project design and implementation.
- Meet the needs of residents and help maximize their ability to participate, such as translating meetings and materials and scheduling meetings at times that are convenient for them.
- Use methods recommended in the Application Guidance.
- Appropriately compensate community residents for their expertise and information provided when participating in engagement activities.
- Collect data on residents' current knowledge regarding clean transportation options.
- Use outreach, education, and press materials that have been approved by CARB and adhere to the California Climate Investments guidelines.
- Educate community residents about other applicable CARB funding opportunities, including Access Clean California and the clean vehicle ownership programs (e.g., the Clean Vehicle Rebate Program [CVRP], Clean Cars 4 All, the Clean Vehicle Assistance Program), and supporting California Energy Commission funding opportunities (e.g., the California Electric Vehicle Infrastructure Project).

Grant Management, Budget, and Data Expectations

Lead Applicants should plan to have the staff capacity and budget to support grant management for the entire Grant Term. Grant management may include but is not limited to process and project planning; partner contract development and execution; payments processing, invoicing, and disbursement requests; regular status reports for and check-ins with CARB or the PCB Administrator and other partners; and data collection, evaluation, and reporting to CARB or the PCB Administrator and the public.

Planning Grants will be administered by a PCB Administrator. The PCB Administrator is responsible for activities such as executing the grant agreement, reviewing, and approving disbursements requests, disbursing funds in accordance with this RFA, and generally providing oversight and accountability. Grantees will primarily coordinate with CARB's designated PCB Administrator throughout the grant term.

After Grant Agreements are executed, Grantees must execute written agreements with each of their Sub-applicants. Fully executed agreements must be in place before the Sub-applicants can incur any costs for which the Grantee will seek reimbursement, so it is important to execute these agreements as soon as possible. All agreements must expressly incorporate by reference the terms and conditions of the Grantee's Grant Agreement with CARB in its entirety. These written agreements will govern the work completed by each partner. Applicants are encouraged to extend these written agreements, as well as the partnership agreement and other plans outlined below beyond the Grant Term to support long-term project sustainability. However, all CARB Grant Funds must be spent within the Grant Term.

Grantees must work with their partners to develop an overall Project Plan. This plan will include multiple parts. Depending on the project types funded, it may include the following:

- Data collection, evaluation, and reporting plan
- Internal procedures and communication plan
- Outreach and engagement plan
- Partnership agreement

The Project Plan will be identified as a deliverable in Task 1 of the Scope of Work in the Grant Agreement. The Project Plan will serve as a detailed blueprint of the scope of the overall grant and will be reviewed and approved by CARB or the PCB Administrator. It is meant to be a useful tool for the Grantee, the PCB Administrator, CARB, and other partners to plan, understand, and refer to for details of the project. The plan may be developed over time as different parts become relevant. For example, the partnership agreement should be developed within six months of grant

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execution (the earlier, the better). The data collection, evaluation, and reporting plan should be developed before data collection is set to begin. The individual project plan for a project with a later start date may be developed later in the Grant Term and before that project is set to begin. The Grantee, CARB, or the PCB Administrator, and partners should revisit the Project Plan consistently over the Grant Term and update it as needed within the bounds of the Grant Agreement.

Grantees and other funding recipients may request funds on a reimbursement basis only. Grantees are encouraged to work with the PCB Administrator and their partners to plan a reimbursement payment system that eases this burden, particularly for smaller community-based organizations.

Technical assistance will be available during grant implementation to support Grantees on some or all of these tasks. The technical assistance provider will work with each Grantee individually to formulate a support plan that addresses the needs of the Grantee and their partners.

I. Budget

At least five percent of the total proposed budget must be set aside for data collection, evaluation, and reporting. Indirect costs may not exceed 15 percent of the total requested funds.

Resource contributions may be provided to cover project costs but are not required. CARB has no specific limitations on resource contributions, but any resource contributions must follow the requirements set forth in the funding source that they come from.

II. Data Collection, Evaluation, and Reporting

During the Grant Term, the Grantee and their partners will be required to collect, evaluate, and report to CARB or the PCB Administrator on data from each implemented project. At least five percent of the total proposed budget must be allocated to these activities. These activities should be identified in the Scope of Work of the application.

Data collection, evaluation, and reporting are important to 1) evaluate and understand the impacts and effectiveness of the projects and of CARB Grant Funds; 2) learn from the projects, many of which are new pilots that may provide useful information for future efforts throughout the state; and 3) be able to actively update processes and project implementation based on the information collected. During the Grant Term, the Grantee, in coordination with their partners, must create and implement a data collection, evaluation, and reporting plan, as referenced above, that includes the following components:

1. Data collection: Collect data on projects at least quarterly. Set up a process

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by which project implementers report data on project implementation to the Grantee for compilation.

2. Data evaluation: Regularly evaluate project impacts based on identified metrics of success, including direct community feedback. Regularly update processes and project implementation based on evaluation results. Some metrics of success are defined by CARB. Others should be identified for each project through collaboration with Community Partners and other residents. Metrics should be both quantitative and qualitative.
3. Data reporting: Report data annually to CARB or the PCB Administrator, and more frequently when requested by CARB or the PCB Administrator. The data reported may vary based on the project types funded and will be finalized by CARB or the PCB Administrator in coordination with the Grantee after Grant Agreement execution.

Data types collected and reported to CARB or the PCB Administrator will vary based on the activities and project types implemented and may include but are not limited to the lists in Table 5.

Table 5. Data Types and Examples

Data Types	Examples
Basic project data	Number of participants per event
Demographics of participants	Age range, zip code of residence, gender, race/ethnicity, income level, student grade level
Surveys of participants	Rating of trip or activity experience, type of trip taken, primary reason for using service, transportation choice that would have been made without the project, aggregated origins and destinations of trips
Employment outcomes data	Quantity and quality of jobs supported
Lessons learned and best practices	N/A
Results of community and Grantee-led evaluations	N/A

Concept Phase

Applications will be accepted and evaluated through a two-step process. First, Lead Applicants will apply to the Concept Phase. Concept Phase applications will be evaluated for eligibility. Eligible applications will then be scored. Concept Phase applications receiving a minimum score of 70 percent will be allowed to apply in the Full Phase. The Full Phase will only be open to Lead Applicants that were invited to submit a Full Phase application based on the outcomes of the Concept Phase.

I. Application Submission

Lead Applicants must use the Concept Phase Application Template (Appendix A). All sections in the template must be completed for the application to be scored. All Concept Phase application responses will be considered draft. Lead Applicants will be required to describe any updates from the Concept Phase in the Full Phase application.

Concept applications must be submitted electronically via email. No oral, telephone, facsimile, or mailed applications will be accepted. Lead Applicants must send an email to step@arb.ca.gov with the signed and complete Concept Phase application and Project Community map. CARB must receive the application no later than the Concept Phase Deadline. If the application is too large to send in one email, Applicants may submit different parts of the application in multiple emails and must include information in the body of the email about the number of emails that CARB should receive, so staff can confirm that CARB has received all parts of the application.

CARB will send a confirmation email to each Applicant within 24 hours of receiving the electronic version of the application or on the next business day. Email is not instantaneous. Applicants are encouraged to email their applications at least one day in advance of the deadline to avoid delays due to technical difficulties. Applications received after the Concept Phase Deadline will be rejected and not scored.

II. Q&A Sessions

CARB will hold two Q&A sessions during the Concept Phase, at which time CARB staff will be available to answer potential Planning, CMIS, and STEP Applicants' questions regarding eligibility requirements, application components and processes, and anything else related to the current RFA.

Concept Phase Q&A Session #1

Date: August 10, 2023

Time: 2:00 pm

Webinar registration:

https://us06web.zoom.us/webinar/register/WN_IxIN0UwtTjiqLLbzZiKmBQ#/registration

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Concept Phase Q&A Session #2

Date: August 29, 2023

Time: 10:00 am

Webinar registration:

https://us06web.zoom.us/webinar/register/WN_p898EuIXSe2lgD0XpEg1VQ#/registration

The Q&A sessions will be open to all interested entities. Written questions submitted before each Q&A session will be given priority. Questions may be emailed to CARB staff at step@arb.ca.gov up to 12:00 pm (Pacific Time) three business days prior to each Q&A session. Staff will only respond to questions regarding the Planning, CMIS, and STEP RFA during the Q&A sessions.

The questions and answers from the Q&A sessions will be posted on the CARB website three business days after the Q&A session. This date may be extended at CARB's sole discretion.

CARB will not answer questions regarding this RFA outside of the Q&A sessions. Any verbal communication with a CARB employee concerning this RFA is not binding on the State and shall in no way alter a specification, term, or condition of the RFA.

III. Technical Assistance

The Institute for Local Government, in collaboration with People for Mobility Justice and Fehr & Peers, are the technical assistance providers available to support potential Applicants. In the Concept Phase, they will focus on helping Applicants identify the funding program that best suits their needs, ensure that all eligibility requirements have been met, and develop a basic Project Community map. Applicants must sign up for technical assistance with the following link by **11:59 pm (Pacific Time) on August 11, 2023** to be guaranteed technical assistance: <https://www.ca-ilg.org/cleanmobilityta>.

IV. Eligibility Requirements and Scoring Criteria

In the Concept Phase, applications must meet the eligibility requirements in Table 6 before they are scored. Eligibility requirements will be evaluated at CARB's sole discretion. CARB may request documentation or clarification from Lead Applicants. If an application does not appear to meet all eligibility requirements or requires additional documentation, the Lead Applicant will have two business days to respond to CARB by email. The Lead Applicant will be notified by CARB by September 13, 2023 and will be required to submit proof that the eligibility requirement has been met by **11:59 pm (Pacific Time) on September 15, 2023**. Any updates to the application during this time should not result in substantial changes to the application and only updates that are directly responsive to CARB's request will be

considered.

Table 6. Concept Phase Eligibility Requirements

Application Section	Eligibility Requirements	Yes/No/ N/A
Overall	Are all sections of the Application Template complete?	
Overall	Was the application received by CARB at step@arb.ca.gov by the Concept Phase Deadline?	
Funding Request (Section 4)	Is the total budget requested less than or equal to \$500,000?	
Timeline (Section 5)	Will all CARB funds be spent by December 31, 2026?	
Project Community (Section 6)	Is more than 50% of the Project Community in disadvantaged or low-income community census tracts?	
Applicants and Partnership Structure (Section 7)	Are all Applicants eligible?	
Applicants and Partnership Structure (Section 7)	If the Lead Applicant is a local government, is one of the Sub-applicants a community-based organization? If the Lead Applicant is a community-based organization, is one of the Sub-applicants a local government or tribal government? (N/A for tribal governments as Lead Applicants.)	
Project Descriptions and Transportation Equity (Section 8)	Are all projects eligible?	

If all requirements are met (i.e., CARB staff answer “Yes” or “N/A” [not applicable] to each question in Table 8), the application will be scored using the scoring criteria in Table 9. The minimum score required to proceed to the Full Phase application is 70 percent (or 25.2 points out of 36 points).

Table 7. Concept Phase Scoring Criteria

Application Section	Max. Points	90-100% / Yes	70-89%	50-69%	0-49% / No
Project Community (Section 6)	2	Project Community does not overlap with an area served by an MPO or an urbanized area per the 2020 census - 100%.	N/A	N/A	Project Community overlaps with an area served by an MPO or an urbanized area per the 2020 census - 0%.
Project Community (Section 6)	2	Project Community does not overlap with locations that have received STEP Planning Grants or Transformative Climate Communities (TCC) Planning Grants 100%.	N/A	N/A	Project Community overlaps with locations that have received STEP Planning Grants or TCC Planning Grants - 0%.
Applicants and Partnership Structure (Section 7)	10	Roles and responsibilities of each partner are clear, the partnership structure includes a plan to work collaboratively on the projects to ensure success, and the partnership structure identifies tangible ways to focus decision-making power to the community residents impacted by the project.	Partnership structure is clear and collaborative.	Partnership structure is not clear <u>or</u> does not identify important roles or collaboration approaches.	Partnership structure is not clear <u>and</u> does not identify important roles or collaboration approaches.
Applicants and Partnership Structure (Section 7)	2	Lead Applicant is a tribal government <u>or</u> at least two community-based organizations are Applicants - 100%.	N/A	N/A	Lead Applicant is not a tribal government <u>or</u> only one community-based organization is an Applicant - 0%.

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Application Section	Max. Points	90-100% / Yes	70-89%	50-69%	0-49% / No
Project Description and Transportation Equity (Section 8)	10	The project is clearly intended to address or identify community transportation needs or increase transportation equity, connecting the needs of multiple target audiences within the Project Community while also considering workforce development, community resiliency, and economic opportunity. Potential challenges are outlined with feasible solutions.	The project focuses on addressing or identifying community need or increasing transportation equity for one target audience <u>or</u> some and considers some but not all other project elements like workforce development, community resiliency, or economic opportunity. Potential challenges are outlined with moderately feasible solutions.	The project is moderately focused on addressing or identifying community needs or increasing transportation equity for one target audience. Potential challenges and/or solutions not provided or not feasible.	The project does not intend to address or identify a community need. Transportation equity is not identified as a goal of the project. Potential challenges and/or solutions not provided.
Project Description and Transportation Equity (Section 8)	10	The project is clearly intended to develop organizational and community capacity and includes characteristics that consider residents with diverse transportation needs.	The project supports developing organizational and community capacity in some fashion <u>or</u> some but not all residents with diverse transportation needs are considered.	Some elements of the project support increasing organization or community capacity, and residents with diverse transportation needs are considered in some fashion.	Increasing organizational or community capacity is not identified as a goal of the project.

V. Selection Process

CARB staff will evaluate Concept Phase eligibility requirements per Table 6. A CARB scoring committee will score eligible Concept Phase applications following the scoring criteria in Table 7. Applications that meet the eligibility requirements and score 70 percent or higher (25.2 points out of 36 points) will be invited to submit a Full Phase application. By September 25, 2023, CARB will post the list of applications submitted and the list of applications that are eligible to move on to the Full Phase online, and CARB will notify Lead Applicants by email.

Full Phase

I. Application Submission

Lead Applicants must use the Full Phase Application Template (Appendix B). All sections of the template must be completed and all required components must be included for the application to be scored.

Only Lead Applicants that were invited to move on to the Full Phase based on the outcomes of the Concept Phase will be allowed to submit a Full Phase application. When a Lead Applicant is informed that they have moved on to the Full Phase application, they will receive a link to the Kiteworks platform from CARB. This link will be unique to each Lead Applicant. Lead Applicants must upload their signed Full Phase application and all components listed in the Application Checklist in Appendix B electronically to Kiteworks no later than the Full Phase Deadline. No oral, telephone, facsimile, mailed, or e-mailed applications will be accepted. Lead Applicants may upload drafts to Kiteworks in advance of the deadline but must delete any documents they do not wish to submit as part of their Full Phase application by the Full Phase Deadline. CARB will not begin review of the Full Phase applications until November 4, 2023.

Applications uploaded after the Full Phase Deadline will be rejected and not scored. Lead Applicants are encouraged to upload applications in advance of the deadline to avoid delays due to technical difficulties. CARB will not accept applications uploaded after the deadline for any reason.

II. Q&A Sessions

CARB will hold two Q&A sessions during the Full Phase at which time CARB staff will be available to answer potential Planning, CMIS, and STEP Applicants' questions regarding eligibility requirements, application components and processes, and anything else related to the current RFA.

Full Phase application Q&A Session #1

Date: October 12, 2023

Time: 2:00 pm

Webinar registration:

https://us06web.zoom.us/webinar/register/WN_wRATPgrmSZ-5E1REhWSAdA#/registration

Full Phase application Q&A Session #2

Date: October 24, 2023

Time: 10:00 am

Webinar registration:

https://us06web.zoom.us/webinar/register/WN_slLeGw4STcaL-tbpc-kyNg#/registration

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The Q&A sessions will be open to all interested entities that are a part of applications that have advanced to the Full Phase. Written questions submitted before each Q&A session will be given priority. Questions may be emailed to CARB staff at step@arb.ca.gov up to 12:00 pm (Pacific Time) three business days prior to each Q&A session. Staff will only respond to questions regarding the Planning, CMIS, and STEP RFA during the Q&A sessions.

The questions and answers from the Q&A sessions will be posted on the CARB website three business days after the Q&A session. This date may be extended at CARB's sole discretion.

CARB will not answer questions regarding this RFA outside of the Q&A sessions. Any verbal communication with a CARB employee concerning this RFA is not binding on the State and shall in no way alter a specification, term, or condition of the RFA.

III. Technical Assistance

The Institute for Local Government, in collaboration with People for Mobility Justice and Fehr & Peers, are the technical assistance providers available to provide tailored support to each Applicant based on their needs. The technical assistance providers will reach out to each Applicant invited to apply to begin developing a workplan tailored to that Applicant's needs.

IV. Eligibility Requirements and Scoring Criteria

In the Full Phase, Lead Applicants will be asked to identify any updates made to their Concept Phase application. CARB staff will evaluate these updates to ensure that the concept still meets the Concept Phase eligibility requirements and results in a minimum score of 70 percent based on the Concept Phase scoring criteria. If updates made to the Concept Phase application result in an application that would not have proceeded to the Full Phase application, per CARB's discretion, the Full Phase application will not be scored.

In the Full Phase, applications must meet the eligibility requirements in Table 8 before they are scored. CARB may request documentation or clarification from Lead Applicants. If an application does not appear to meet all eligibility requirements or requires additional documentation, the Lead Applicant will have two business days to respond to CARB. The Lead Applicant will be notified by CARB by November 8, 2023 and will be required to submit proof that the eligibility requirement has been met by **11:59 pm (Pacific Time) on November 10, 2023**. Any updates during this time should not result in substantial changes to the application and only updates that are directly responsive to CARB's request will be considered.

Table 8. Full Phase Eligibility Requirements

Application Section	Eligibility Requirements	Yes/No/N/A
Overall	Have all sections of the Application Template been completed and does the application include all required components listed in the Application Checklist in the Full Phase Application Template?	
Overall	Was the application uploaded to Kiteworks by the Full Phase Deadline?	
Concept Phase Application Updates and Confirmation (Section 4)	Do any updates made to the Concept Phase application still meet the Concept Phase eligibility requirements and result in a minimum score of 70% based on the Concept Phase scoring criteria?	
Budget (Section 10)	Does at least 5% of the total proposed budget fund data collection, evaluation, and reporting?	
Budget (Section 10)	Is no more than 15% of the total requested funds set aside to cover indirect costs?	
Data Collection, Evaluation, and Reporting (Section 12)	Do Applicants agree to comply with all data requirements listed in the application materials, including regularly collecting data on all proposed projects; identifying, evaluating, and updating projects based on evaluation results; and reporting requested data to CARB?	

If all requirements are met (i.e., CARB staff answer “Yes” or “N/A” to each question in the table), an interagency review panel will score the application using the scoring criteria in Table 9. The minimum score required to be eligible for funding is 70 percent (or 70 points out of 100 points). The points from the Concept Phase do not carry over to the Full Phase application.

Table 9. Full Phase Scoring Criteria

Application Section	Max. Points	90-100%	70-89%	50-69%	0-49%
Applicants (Section 6)	10	Applicants demonstrate a high level of experience, expertise, and skillsets that in combination will fully support the proposed project.	Applicants demonstrate sufficient skills and experience to support the proposed projects.	Applicants demonstrate some skills and experience relevant to the proposed project.	Application does not provide examples of relevant work products, skillsets, and experience.
Applicants (Section 6)	10	Applicants have a documented commitment to furthering equity and environmental justice. Application demonstrates experience co-developing projects with community representatives.	Applicants acknowledge and address issues of equity and environmental justice. Application demonstrates a viable plan to incorporate partners that have relevant experience and includes a pathway for furthering equity and environmental justice.	Application demonstrates a viable plan to incorporate project partners that have relevant experience.	Application fails to address or acknowledge issues of equity or environmental justice. Application demonstrates minimal or no relevant expertise or experience to ensure project success.
Partnership Structure (Section 7) & Letters of Commitment and Support (Section 8)	10	Applicants and Community Partners include a diverse group that represents the Project Community well. The partnership structure is clear, covers necessary processes, acknowledges, and addresses existing power dynamics, includes a meaningful process for residents to make decisions about each project, and is supported by the letters of commitment and support.	Applicants and Community Partners are diverse. The partnership structure is clear, covers necessary processes, considers ways to address existing power dynamics and involve residents meaningfully in project decisions, and is supported by the letters of commitment and support.	The partnership structure seems capable of implementing the project but does not acknowledge existing power dynamics, does not include a process for residents to make meaningful project decisions, <u>or</u> is not fully supported by the letters of commitment and support.	The partnership structure does not extend beyond required Applicants, is unclear and confusing, does not address equitable and community-led decision-making, <u>or</u> is not fully supported by the letters of commitment and support.

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Application Section	Max. Points	90-100%	70-89%	50-69%	0-49%
Scope and Timeline (Section 10) & Budget (Section 11)	15	Scope, timeline, and budget are feasible and identify all high-level tasks and deliverables needed to successfully implement the projects.	Scope, timeline, and budget adequately identify tasks and deliverables needed to successfully implement the projects but may under- or overestimate time or resources needed.	Scope, timeline, or budget lack details to sufficiently demonstrate the ability to complete the project on time and within budget.	Scope, timeline, or budget do not demonstrate an understanding of the time or resources needed to implement the project.
Project Benefits (Section 12)	10	The project is clearly intended to address or identify community transportation needs or increase transportation equity, connecting the needs of multiple target audiences within the Project Community while also considering workforce development, community resiliency, and economic opportunity.	The project focuses on addressing or identifying community need or increasing transportation equity for one target audience <u>or</u> some and considers some but not all other project elements like workforce development, community resiliency, or economic opportunity.	The project is moderately focused on addressing or identifying community needs or increasing transportation equity for one target audience.	The project does not intend to address or identify a community need. Transportation equity is not identified as a goal of the project.
Project Benefits (Section 12)	10	The project is clearly intended to develop organizational and community capacity and includes characteristics that consider residents with diverse transportation needs.	The project supports developing organizational and community capacity in some fashion <u>or</u> some but not all residents with diverse transportation needs are considered.	Some elements of the project support increasing organization or community capacity, and residents with diverse transportation needs are considered in some fashion.	Increasing organizational or community capacity is not identified as a goal of the project.

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Application Section	Max. Points	90-100%	70-89%	50-69%	0-49%
Outreach and Engagement (Section 14)	20	Projects plan for diverse, inclusive, and context-specific approaches to outreach and engagement with a focus on hard-to-reach residents. Proposed engagement incorporates ways for residents to make decisions about the projects that will impact them. Proposed outreach will educate end users on clean transportation services offered and encourage the use of clean transportation.	Projects plan for outreach and engagement with a focus on hard-to-reach residents but lacks creativity in inclusivity and context-specific approaches. Proposed engagement considers resident decision-making and proposed outreach will educate end users on clean transportation services offered and encourage the use of clean transportation.	Projects plan for some outreach and engagement but lacks a focus on hard-to-reach residents. Proposed engagement is limited to giving feedback rather than making decisions.	Projects include minimal outreach or engagement <u>or</u> has serious flaws in the approach to outreach and engagement.
Long-term Sustainability (Section 15) & Letters of Commitment and Support (Section 8)	5	The project is clearly intended to provide long-term benefits, and applicants are planning for the future by identifying financial tools and resources, partnerships, and how social infrastructure will continue to benefit the Project Community after the Grant Term.	Application addresses the long-term benefits of the proposed project after the Grant Term ends. Application identifies at least two resources available to the Project Community to support and sustain the proposed and/or future projects.	Application addresses the importance of long-term sustainability. Application describe how long-term benefits will be considered during project planning and implementation.	Application minimally addresses the importance of long-term sustainability. Application does not describe how long-term benefits will be considered during project planning and implementation.

V. Selection Process

An interagency review panel will evaluate Full Phase applications based on the Full Phase application eligibility requirements and scoring criteria in the tables above. CARB will award funds to the applications that meet all eligibility requirements and that score the highest until all available funds are awarded.

Projects that move on to the Full Phase are not guaranteed funding.

In the event funding has been awarded to the highest-scoring Planning applications and the remaining available funds are less than the amount requested in the next highest-scoring application, CARB, in its sole discretion, may offer to fund a portion of the next highest-scoring application, carry the remaining funds forward to the next Fiscal Year, or direct funding to another project in the Funding Plan. CARB retains the right to remove discrete elements of applications selected for funding that CARB determines to be ineligible or to reduce the scope of an application to use any remaining funds.

While there are no restrictions on the number of applications that a Lead Applicant may submit, CARB will award at most one application per Lead Applicant. This policy may be modified at CARB's sole discretion.

The preliminary selection of an application does not in any way commit CARB to approving or finalizing the Grant Agreement. The preliminary Grantee will be required to sign a Grant Agreement with the PCB Administrator to fulfill the duties of the Grantee (see Appendix C). CARB, in its sole discretion, may cancel the preliminary selection and select the next highest-scoring project, and so on, until an agreement is reached, or exercise its right, in its sole discretion, to not award a grant. If, in CARB's sole discretion, no submitted application meets the goals of this RFA, the Funding Plan, or AQIP Guidelines, no selection of a Grantee is required to be made. If funding remains, CARB may direct it to another project identified in the Funding Plan or re-issue the solicitation (Full Phase or both phases) as needed.

Post-award Process

After funding recipients are preliminarily selected, each preliminary Grantee must work with CARB or the PCB Administrator to refine the Scope of Work for their Grant Agreement.

I. Scope of Work

Applicants must consider the duties listed in Task 1 of the Scope and Timeline Template (Appendix B, Attachment II) and the requirements in the Draft Sample Grant Agreement (Appendix C) when developing their application, especially the timeline and budget. The Scope of Work that is submitted as part of the Full Phase application will be included as the Scope of Work of the Grant Agreement. The Grant Agreement must be executed by July 15, 2024.

II. Requirements Prior to Execution of Grant Agreement

Once selected and prior to Grant Agreement execution, preliminary Grantees must complete all of the following activities. If the following activities are not completed, then no award shall be made and no Grant Agreement will be approved or signed by the PCB Administrator.

Consistency with Regional Plans Letter: Submit a letter from a representative of the Metropolitan Planning Organization (MPO) in which the Project Community is located, or a representative of the equivalent regional planning agency if the Project Community is located in a non-MPO region, that documents which strategies in the most recently adopted Sustainable Community Strategy or equivalent regional sustainable planning document the project will contribute to implementing.

Governing Board Resolution: Submit a resolution from the preliminary Grantee's governing board that commits the entity to do the following things:

- Comply with the requirements of the Grant Agreement
- Accept grant funds from CARB
- Allocate and authorize any resource contributions that the entity has committed as part of the application
- CARB also recommends the resolution allow for grant amendments without governing board approval

Payee Data Record: Complete and submit the STD. 204 Payee Data Record form or Government Agency Taxpayer ID form provided by CARB.

Both the PCB Administrator and the preliminary Grantee must sign the Grant Agreement to execute it. Signing the Grant Agreement will commit the Grantee to fulfilling the administrative and technical duties associated with the project. An

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executed Grant Agreement must be in place before work on the selected projects may begin. No work performed or expenses incurred prior to full Grant Agreement execution (by the PCB Administrator and the Grantee) will be reimbursed.

Signed Grant Agreements, regional planning letters, and approved governing board resolutions must be submitted to the PCB Administrator no later than May 14, 2024. CARB reserves the right, but not the obligation, to extend this document submittal deadline. If these documents are not submitted by the deadline, CARB, in its sole discretion, may deny the application and redirect funds to another application submitted to this RFA or to another project in the Funding Plan, as needed.

CARB, in its sole discretion, may make changes to the proposed project milestones, work plan, or disbursement schedules in consultation with the Lead Applicant, for inclusion in the Grant Agreement.

III. Unawarded Applicant Debriefs and Support

Once Applicants have been selected for funding and CARB announces the anticipated awards, the Applicants that were not selected for funding have thirty days to submit a written request to step@arb.ca.gov for a debrief meeting with CARB. The debrief will include a review of the strong and weak aspects of their submitted application and recommendations for how to improve their application for potential future funding. CARB will offer one debrief per application. The debrief may include the Lead Applicant, Sub-applicants, and other project partners.

CARB, within its sole discretion and with no obligation to do so, may explore other opportunities to support Applicants that were not awarded funding through this Fiscal Year's RFA, including funding from future Fiscal Years or technical assistance for future funding opportunities.

Administration

I. Applicant's Admonishment

This RFA contains the instructions governing the application process, including the required format of information and materials to be submitted, requirements that must be met to be eligible for consideration, and Applicant responsibilities. Applicants must carefully read the entire RFA, ask appropriate questions in a timely manner, submit a complete application with all required responses by the required date and time, and make sure that all procedures and requirements of the RFA are followed and appropriately addressed.

II. Agreement Requirements

The content of this RFA and sections of each preliminary Grantee's application shall be incorporated by reference into the final Grant Agreement. CARB reserves the right to negotiate with selected Lead Applicants to modify the project scope, level of funding, or both. If CARB is unable to successfully negotiate and execute a Grant Agreement with a preliminary Grantee, CARB, at its sole discretion, reserves the right to withdraw the pending award and fund the next highest ranked eligible application. This does not limit CARB's ability to withdraw a proposed award for other reasons, including for no cause, or to take any other direction consistent with applicable law.

III. Cost of Developing Application

The Applicant is responsible for the cost of developing an application, and this cost cannot be charged to the State. This RFA does not commit CARB to award, nor does it commit CARB to pay, any costs incurred by any Applicants or by others resulting from the development or submission of an application or participation in the RFA process (including but not limited to travel expenses). Furthermore, no costs incurred prior to the full execution of a Grant Agreement by CARB and the Grantee are reimbursable. All costs associated with RFA participation, application preparation, and travel are the sole responsibility of each Applicant. In addition, CARB is not liable for any costs incurred during environmental review (if applicable) or as a result of withdrawing a proposed award or canceling the RFA.

IV. Claims against CARB

Each Lead Applicant acknowledges, accepts, and understands that neither the Lead Applicant's organization nor any of the Lead Applicant's representatives shall have any claims whatsoever against CARB or any of its respective officials, agents, or employees arising out of or relating to this RFA or these RFA procedures, except as between CARB as the Grantor and the Lead Applicant as the Grantee, as set forth in the terms of a Grant Agreement signed by authorized representatives of CARB and the selected Grantee. Sub-applicants and other participants shall have no rights or claims of any

kind or nature against CARB or any of its respective officials, agents, or employees.

V. Disposition of Lead Applicant's Documents

All applications and related material submitted in response to this RFA become the sole and exclusive property of the CARB, will not be returned, and are public records subject to the disclosure requirements of the California Public Records Act (CPRA) as solely determined by CARB.

If trade secret or proprietary information is contained in documents or other information submitted by the Lead Applicant as a part of the Application and the Lead Applicant has expressly claimed that such information falls within one or more CPRA exemptions, then the Lead Applicant must clearly mark such information "CONFIDENTIAL AND PROPRIETARY" and identify the specific lines containing the confidential information on each document before submitting the Application to CARB. In the event of a request for such information, CARB will make reasonable efforts to provide notice to the Lead Applicant prior to disclosure under the CPRA. If the Lead Applicant contends that any documents are exempt from the CPRA and wishes to prevent disclosure, the Lead Applicant is required at its own cost, liability, and expense to obtain a protective order, injunctive relief, or other appropriate remedy from a court of law in Sacramento County at least three business days before CARB's deadline to respond to the CPRA request. If the Lead Applicant fails to obtain such a court remedy within said timeframe, then CARB may, at its discretion, disclose the requested information and CARB shall not be liable or responsible for such disclosure. The Lead Applicant agrees that it shall defend, indemnify, and hold CARB harmless for, from, and against any and all claims that may or do result from denial by CARB of a CPRA request for any Lead Applicant information.

In addition to the requirements of the CPRA, CARB may be under other legal obligations for release or disclosure of the information contained in any application submitted and makes no warranty or representation that such information and accompanying documents will not be released where required or allowed to be released by applicable law.

VI. Errors

If a Lead Applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFA, the Lead Applicant shall immediately notify CARB of such error in writing and request modification or clarification of the document before the application deadline. CARB shall not be responsible for failure to correct errors.

VII. Grant and Budget Revisions

Changes in the project budget, deliverables, or extension of the project schedule should be avoided where possible. CARB and the PCB Administrator will work with the Grantee to determine where flexibility is possible within the Grant Agreement to allow for community engagement to continue informing project design throughout grant

implementation and will assist the Grantee with formal amendments where needed.

Once a Grant Agreement has been fully executed by both the PCB Administrator and Grantee, changes to the work to be done or other project scope changes may be considered by CARB and the PCB Administrator, if necessary, in consultation with the Grantee. In cases where changes may be allowed, they must be approved in advance and in writing by CARB or the PCB Administrator and may require a grant amendment.

VIII. Immaterial Defect

CARB may waive any immaterial defect or deviation contained in an application. CARB's waiver shall in no way modify the application or excuse the successful Lead Applicant from full compliance.

IX. No Agreement Until Signed

No agreement between the PCB Administrator and the selected Lead Applicant is in effect until the Grant Agreement is signed by the selected Lead Applicant and by the authorized PCB Administrator representative. Qualifying costs may be reimbursed by the PCB Administrator only after full execution of the Grant Agreement. No costs incurred prior to execution of the Grant Agreement are reimbursable using CARB Grant Funds.

This RFA and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between CARB or the PCB Administrator and any Lead Applicant, nor shall any information herein be construed as a representation or warranty on behalf of CARB or as a statement on which the Lead Applicant may justifiably rely in executing any license or agreement with CARB or the PCB Administrator. All legal rights and obligations between any successful Lead Applicant and CARB or the PCB Administrator will come into existence if and only if a Grant Agreement is signed by authorized representatives of both parties and approved by the PCB Administrator. The legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the approved and fully executed Grant Agreement.

X. No Modifications to the General Provisions

Because time is of the essence, if an Applicant at any time, including after preliminary selection, attempts to negotiate or otherwise seeks modification of the General Provisions (attached as Appendix C, Draft Sample Grant Agreement), CARB may reject the application or withdraw the proposed award. This does not alter or limit CARB's ability to withdraw a proposed award for other reasons, including for no cause.

XI. No Right to Protest

Applicants acknowledge, understand, and agree that consideration for and award of a grant is fully discretionary and at no time shall an Applicant be entitled to protest, appeal, or challenge a decision to reject or accept an application, disqualify an Applicant or an application, or withdraw or amend the RFA in whole or in part.

XII. Payment of Prevailing Wages

All Applicants must read and pay particular attention to Appendix C, Draft Sample Grant Agreement Section 10.17 entitled "Prevailing wages and labor compliance." Prevailing wage rates can be significantly higher than non-prevailing wage rates. Failure to pay legally required prevailing wage rates can result in substantial damages and financial penalties, termination of the Grant Agreement, disruption of projects, and other complications.

XIII. Prohibition of Gifts

CARB officials are subject to several legal and policy limitations regarding receipt of gifts from persons, firms, or corporations either engaged in business with CARB or proposing to do business with CARB. The offering of any gift may be grounds for disqualification. To avoid even the appearance of impropriety, Applicants intending to submit or submitting an application shall not offer any gifts or souvenirs, even of minimal value, to any CARB officers, employees, or advisors.

XIV. Remedies for Non-performance

In the case of non-performance, remedies detailed in this section may be utilized at CARB's discretion. Examples of non-performance include but are not limited to: misuse of funding for ineligible expenses, failure to comply with program guidelines or requirements, inability to meet performance requirements or scheduled milestones, and failure to comply with the terms and conditions identified in legal agreements. Remedies may include:

- CARB may seek to resolve the dispute directly with the Grantee or involve a third-party mediator.
- CARB may issue a stop work order.
- CARB may terminate the agreement at its sole discretion.
- CARB may recover grant funds, spent and unspent, to the degree they have been spent or are being spent inappropriately.
- CARB may withhold funds from payment.
- CARB may take civil actions.

XV. RFA Cancellation, Amendments, and Outcomes

CARB reserves the right to do any of the following at any time:

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- Terminate this RFA (even after an intent to award has been determined), and, at CARB's sole discretion, issue a new RFA.
- Revise the amount of funds available under this RFA.
- Extend or modify deadlines specified in this RFA or in the Grant Agreement, including deadlines for accepting applications.
- Waive or correct any minor or inadvertent defect, irregularity, or technical error in an application, in the RFA, or in the RFA process, or as party of any subsequent grant negotiation.
- Modify the selection process, the Grant Term, or the contents or format of the forms, conditions, instructions, or requirements.
- Request that a Lead Applicant supplement or modify all or certain aspects of a submittal or other documents or materials that have been submitted.
- Reject any or all applications received in response to this RFA, without indicating any reason for such rejection.
- Modify any terms or conditions of the Draft Sample Grant Agreement.
- Terminate failed negotiations without liability and negotiate with other Applicants.
- Negotiate with any or none of the Applicants.
- Issue grants specified in this RFA by any other legal means.
- Disqualify any Lead Applicant or Grantee on the basis of a real or apparent conflict of interest or evidence of collusion that is disclosed by the Lead Applicant or other data available to CARB.
- Eliminate, reject, or disqualify an application from any Lead Applicant who fails to submit a responsive application or who later fails to demonstrate that they are a responsible Lead Applicant, as determined solely by CARB.
- Accept all or a portion of an application.

XVI. Withdrawal of Application

Applicants may withdraw their applications at any time. The Lead Applicant must submit a written withdrawal request signed by the Lead Applicant's duly authorized representative and addressed and submitted to step@arb.ca.gov.